



**AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: HYD-10-15**

The U.S. Consulate General in Hyderabad is seeking an individual for the position of **Computer Operator (LAN)** in the Information Management Office in the Management Section.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the interview will be contacted**

**OPEN TO:** All interested candidates.

**POSITION:** Computer Operator (LAN); FSN-1805-08  
HYA-559004 (Personal Services Agreement)

**OPENING DATE:** July 20, 2010.

**CLOSING DATE:** August 3, 2010.

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **Not Ordinarily Resident:** Grade: FP-6  
**Ordinarily Resident:** Grade: FSN-08

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

## **BASIC FUNCTION OF POSITION**

- Provide application support and write programs to meet the constantly changing requirements of the various sections of the consulate. Also assists in day to day administration of the Information System Center (ISC).
- Responsible for the day to day operations of an integrated Windows 2003/2000 and proprietary UNIX based hybrid LAN consisting of 11 servers and more than 70 nodes, and other allied networking and telecommunication equipment.
- Develops and maintains Post's internet home page for application and services. This involves complex web design and client server databases, interfacing of html and asp pages with backend SQL database.
- Ensures trouble free functioning and operations of the Network (OpenNet Plus) consisting of hybrid systems of propriety UNIX based NetApp filer and Windows server.
- Performs diagnostic checks and trouble shoots computer hardware, peripherals and network devices.
- Should be very strong in trouble shooting and repairing hardware components like mother boards, power supplies, fuser assemblies, logic cards, hard disk, RAM etc.

## **QUALIFICATIONS REQUIRED**

- Completion of Higher Secondary school.
- MCSE in Windows 2003 track.
- Minimum one year technical training, diploma with emphasis on computer software, hardware and networking.
- Two years of related work experience supporting IT environment and networking equipment in a large organization with complex networks running on WINDOWS 2003/2000 platform.
- Must have Level III (Good Working Knowledge) in English, and Level III (Good Working Knowledge) in Hindi or Telugu.

## **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **TO APPLY**

Interested applicants for this position should submit the following:

1. Curriculum Vitae with cover letter highlighting the skills and experience rendering the applicant suitable for the particular job.
2. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

## **SUBMIT APPLICATION TO**

U. S. Consulate General,  
Human Resources Office  
1-8-323, Paigah Palace, Chiran Fort lane,  
Begumpet, Secunderabad - 500003.  
FAX: 4033-8301  
or  
E-mail: [Hyderabadvacancies@State.gov](mailto:Hyderabadvacancies@State.gov)

Please insert “**HYD-10-15** “(Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

## **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to

the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **August 3, 2010**.

Approved by: MGT – RMcAnney  
Cleared by: IPO - MTahir  
Drafted by: HR – VSaradhi

**AN EQUAL OPPORTUNITY EMPLOYER**